The numbers at the end of each line/area in parenthesis preceding either an "A" or an "N", indicate the alpha or numeric character space allowed in that field. Do not exceed the limits of our database.

Employee General Information

Firm Sequence Number (if unknown, leave blank)	(A8)
Firm Name	(A120)
Employee Sequence Number (if unknown, leave blank)	(A8)
Employee Name	(A30)
Last First Middle	
Personnel Number(N15) (Sequential order of employees being entered beginning with 01, 02,	03, etc or any number you assign.)
Employee Branch Number (Enter 00 if the employee works in the main office. Enter 01, 02, etc., indic where the employee works.)	(N2) cating the branch office number
Employee Expertise (Engineer, Surveyor, Planner, Architect, Landor Scientist)	<u>*</u>
Use the space you need to provide us with the information ne academic or professional requirement for all categories that the en 1. Degree Type (Type of degree, if any, held by this individual.)	eded to meet the minimum nployee is requesting.
Training Type (Type of training or license, if any, in their field of str	(A2 udy i.e. Biology/P.E, RPLS.)
Training DateYear Month Day	(A8)
Personnel and/or Laboratory Certification Type	(A6) ratory Certification Type Codes fo
Issue Date Month Day Year	(A8)
Expiration DateYear Month Day	(A8)
Certification Number	Quest.doc (A20)

Issuing Agency(A30	
(The name of the agency/board that issued the degree/certificate/license, such as Universit Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)	ty of Texas/State of
2. Degree Type	(A10)
2. Degree Type	(*)
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Training Type	E, RPLS.)
Training Date(A8)	
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Personnel and/or Laboratory Certification Type	(A6) n Type Codes for
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Month Day Year

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Month Day Year	, ,
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Texas/ State of OK /AIA/TNR					(410)
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Training Type (Type of training or license, if any, in their field of study i.e. Biology/P	E, RPLS.)
Training Date(A8)	
Month Day Year	
Personnel and/or Laboratory Certification Type (Reference Attachment C, Personnel Certification Type Codes or Laboratory Certification Type code and description or, 112000 for Surveyor, 10000000 for P.E)	
Issue Date	(A8)
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Certification Number (The number assigned to the certificate or License.)	(A20)
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Training Date(A8) Month Day Year	
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(The name of the agency/	board that issued the degree/certificate/license, such A/TNRC/Wetland Training Institute/TBPLS etc.)	(A30 as University of Texas/State of
15. Degree Type	of degree, if any, held by this individual.)	(A10)
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Training Type	of training or license, if any, in their field of study i.e.	(A2
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Training Date	(A8)	
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Texas/ State of OK /An	A/TIVKC/ wettana Training Institute/TBI LS etc.)	
I	Employee Category of Work Information	
Select 1	From the 78 Work Categories on Attachm	nent B
Enter leading "0's" before e	Precertification Requirements by Category - each single digit category number, for examp Il Categories listed here must also be listed u	ole, Category 1.1.1 would
Category	(N6)Category	(N6)
Category	(N6)Category	(N6)

Category	(N6)Category	(N6)
Category	(N6)Category	(N6)

Category	(N6)Category	(N6)
Category	(N6)Category	(N6)

Project Information

Note: We do not want a description of a project. We need to see the actual work that you performed on the project that demonstrates to us how you meet the minimum requirement for any category you want. In other words, how did you get from point a to point c? What was the actual work?

Project 1

*Project Name	(A60)
*Location	(A30)
(Highway/road or bridge name or the City/County/State, or physical address.)	

^{* =} required fields

^{*} please user 4 digits when entering year fields

^{*} Please use current date for (Date completed), if on-going project

*Date Began				_(A8)		
<u> </u>	Month	Date	Year			
* Date Completed	Month	Date	Year	_(A8)		
*Enter A General Descrip long as we can tell what	you are tryir	ng to say:	:	·	·	(4.50)
						_ (A60)
						_ (A60)
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Contract Number:		(A	15)			
Project Manager Name: _		Last	Fir	st Middle	(A30)	
Client Name:					(A30)	
Client Phone Number:			(/	A10)		
Client contact Name:					(A3	30)
**Enter Construction Cos Special Characters are	3		Whole l	Dollars – De	cimals, Comma	as and/or
Estimated Construction Co	ost:			_		(N12)
Estimated Project Fees:						(N12)
Select Up to 1	l0 Categori	es of Wo	rk Tha	t Pertain To	This Project	
You May Describe The A ***Caution, Onl		-		_	•	-
Select A Category of V Description of Work C					es/Optional):	
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up	to 2 Lines/Optional):
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f Work: c Completed in This	(Category	A8) (Up to 2 Lines/Opt	ional):
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ge name or the City/Cou	nty/State, or	r physical address.)	
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	of Work:	Project 2 Project 2 Month Date Year Month Date Year Month Date Year In the Work Done on the at you are trying to say:	Ige name or the City/County/State, or physical address.) (A8) Month Date Year (A8) Month Date Year ription of the Work Done on this Project. You may at you are trying to say:

Pro	oject Manager Name:				(A30)
		Last	First	Middle	
Cli	ent Name:			(A30)
Cli	ent Phone Number:		(A10)		
Cli	ent contact Name:				(A30)
**]	Enter Construction Cost and Projec Special Characters are NOT allowers		hole Dolla	ars – Decim	als, Commas and/or
Est	timated Construction Cost:				(N12)
Est	timated Project Fees:				(N12)
	Select Up to 10 Categori	ies of Work	That Pe	rtain To Th	is Project
Y	ou May Describe The Actual Work ***Caution, Only 120 Char			~ .	-
1.	Select A Category of Work: Description of Work Completed in			o 2 Lines/O	ptional):
					(A60)
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2.	Select A Category of Work: Description of Work Completed in			o 2 Lines/O	ptional):
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Select Up to 10 Categories of Work That Pertain To This Project

You May Describe The Actual Work Completed For Each Category, But It Is Not Required. ***Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Op	tional):
Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Op	
Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Op	tional):
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Description of Work Completed in This Category (Up to 2 Lines/Optional): Project 4 Project 4 Project Name	Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2)	2 Lines/Optional):
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						(A60)
Co	ontract Number:	(A15)				
Pr	oject Manager Name:			Middle	(A30)	
Cl	ient Name:				(A30)	
	ient Phone Number:				_(/130)	
	ient contact Name:				(A30	0)
**	Enter Construction Cost and Project Special Characters are NOT allow		nole Doll	ars – Deci	mals, Comma	s and/or
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Es	timated Project Fees:					(N12)
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elect A Category of Work: (A8) escription of Work Completed in This Category (Up to 2 Lines/Optional	al):
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elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional	•

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Project 5

*Project Name						(A60)
*Location(Highway/road or bridge name	ne or the C	ity/County/	State, or	physical addres	s.)	(A30)
*Date Began	Month	Date	Year	_(A8)		
* Date Completed	Month	Date	Year	_(A8)		
*Enter A General Description long as we can tell what you				s Project. Yo	ou may abbrevia	te as
						, ,
						(A60) (A60)
						(A60)
Contract Number:						(A60)
Project Manager Name:		Last	Fir	st Middle	(A30)	
Client Name:					(A30)	
Client Phone Number:						(A10)
Client contact Name:					(A30))
**Enter Construction Cost ar Special Characters are NO	3		Whole I	Dollars – Dec	imals, Commas	and/oi
Estimated Construction Cost	:			_		(N12)
Estimated Project Fees:						(N12)

Select Up to 10 Categories of Work That Pertain To This Project

You May Describe The Actual Work Completed For Each Category, But It Is Not Required. ***Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

elect A Category of Work:(A8) Description of Work Completed in This Category (Up to 2 Lines/Opti	onal):
elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Opti	onal):
elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Opti	onal):
elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Opti	
elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Opti	onal):

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.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
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.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
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O. Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
Description of Work Completed in This Category (Up to 2 Lines/Optional):	(A60
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Description of Work Completed in This Category (Up to 2 Lines/Optional): Project 6	(A60
Project 6 Project Name	(A60
Project Name Location (Highway/road or bridge name or the City/County/State, or physical address.)	(A60
Project 6 Project Name	(A60
Project 6 Project Name	(A60)(A30)

					(A60)
					(A60)
					(A60)
					(A60)
Contract Number:	(A15)				
Project Manager Name:		First			(A30)
Client Name:				(A30)	
Client Phone Number:		(A10)			
Client contact Name:					(A30)
**Enter Construction Cost and Project Special Characters are NOT allowe		hole Doll	ars – Dec	imals, Co	ommas and/or
Estimated Construction Cost:					(N12)
Estimated Project Fees:					(N12)
Select Up to 10 Categorie	es of Work	That Pe	rtain To	This Pro	ject
You May Describe The Actual Work ***Caution, Only 120 Chara	1		· .		
Select A Category of Work: Description of Work Completed in			to 2 Lines	s/Optiona	ıl):
					(A60)
					(A60)
2.Select A Category of Work: Description of Work Completed in	This Categ	_(A8) gory (Up	to 2 Lines	s/Optiona	ıl):
					(A60)
					(A60)

Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
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		Projec	et 7				
Project Name							
*Location (Highway/road or bridge	name or the C	ity/County	/State, or	· physic	al address	r.)	
*Date Began							
	Month	Date	Year				
Date Completed	Month	Date	Year	(A8)			
long as we can tell what	you are tryii	ng to say	:		•	·	
long as we can tell what		ng to say	:		•	·	
long as we can tell what	you are tryii	ng to say	:		•	·	
_	you are tryin	ng to say	:				
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long as we can tell what	you are trying	ng to say	15)				
long as we can tell what	you are trying	ng to say (A	15)	rst	Middle		
Contract Number:	you are trying	ng to say (A	: 15)	rst	Middle		

^{**}Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed

Estimated Construction Cost:	(N12)
Estimated Project Fees:	(N12)
Select Up to 10 Categories of Work That Pertain To This Project	
You May Describe The Actual Work Completed For Each Category, But It Is Not F***Caution, Only 120 Characters, (2 Lines), Will be Stored in the System	
Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
2.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
3.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	_ (A60)
4.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
5.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
6.Select A Category of Work: (A8)	_ (A60)

Description of Work Completed in This Category (Up to 2 Lines/	Optional):
elect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/	(Optional):
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/	
Project 8	
· ·	
ocation(Highway/road or bridge name or the City/County/State, or physical address.	
ate Began(A8) Month Date Year	

				(A60
				(A6
				(A60
Contract Number:	(A15))		
Project Manager Name:	Last	First	Middle	(A30)
Client Name:			(/	A30)
Client Phone Number:				(A10
Client contact Name:				(A30)
**Enter Construction Cost and Proje Special Characters are NOT allow		hole Doll	ars – Decima	als, Commas and/o
Estimated Construction Cost:				(N12
Estimated Project Fees:				(N12
Select Up to 10 Categor	ries of Worl	k That Pe	ertain To Th	is Project
You May Describe The Actual Worl ***Caution, Only 120 Char				
Select A Category of Work: Description of Work Completed in	in This Cate	(A8) gory (Up	to 2 Lines/O _I	ptional):
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):
Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):

9.Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 land)	Lines/Optional):
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	(A60)
10. Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2)	Lines/Optional):
	(A60)
	(A60)
Project 9	
*Project Name	(A60)
*Location(Highway/road or bridge name or the City/County/State, or physical a	ddress.) (A30)
*Date Began(A8) Month Date Year	
* Date Completed(A8) Month Date Year	
*Enter A General Description of the Work Done on this Project long as we can tell what you are trying to say:	. You may abbreviate as
	(A60)
	(A60)
	(A60)
	(4.60)
Contract Number:(A15)	(A60)
Project Manager Name: Last First M	(A30)
Client Name:	(A30)

Cli	ient Phone Number:	(A10)
Cli	ient contact Name:	_ (A30)
**	Enter Construction Cost and Project Fees in Whole Dollars – Decimals, C Special Characters are NOT allowed	ommas and/or
Es	timated Construction Cost:	(N12)
Es	timated Project Fees:	(N12)
	Select Up to 10 Categories of Work That Pertain To This Pro	oject
Y	ou May Describe The Actual Work Completed For Each Category, But It ***Caution, Only 120 Characters, (2 Lines), Will be Stored in the	-
1.	Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Options)	al):
		(A60)
		(A60)
2.	Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Options)	al):
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3.	Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Options	al):
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4.	Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Options	al):
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Project 10 ect Name
elect A Category of Work:(A8) escription of Work Completed in This Category (Up to 2 Lines/Optional):
elect A Category of Work: (A8) escription of Work Completed in This Category (Up to 2 Lines/Optional):
Select A Category of Work:(A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):
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Select A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):

*Date Began				(A8)	
8	Month		Year	_(()	
* Date Completed	Month	Date	Year	_(A8)	
*Enter A General Descripti long as we can tell what yo	ou are tryii	ng to say	:	is Project. You may abbrev	(4.60)
					(A60)
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Contract Number:		(A	15)		
Project Manager Name:		Last	Fir		
Client Name:				(A30)	
Client Phone Number:					(A10)
Client contact Name:				(A3	30)
**Enter Construction Cost s Special Characters are N			Whole	Dollars – Decimals, Comma	as and/or
Estimated Construction Cos	st:			_	(N12)
Estimated Project Fees:					(N12)
Select Up to 10) Categori	es of Wo	ork Tha	at Pertain To This Project	
				Each Category, But It Is No Will be Stored in the Syste	
Select A Category of W Description of Work Co				A8) (Up to 2 Lines/Optional):	

(Highway/road or bridge name or the City/County/State, or physical address.)

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belect A Category of Work: (A8) Description of Work Completed in This Category (Up to 2 Lines/Optional):	
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